

Agenda Item 4.1

Minutes of the Board of Directors Meeting held on 30 August 2023 at 6.28pm, Board Room, Homes for Life Housing Partnership – PUBLIC MINUTE

Present: J Greig Chair
O Krasteva
D Rose
N MacDonald
C Russell
R Hughes
G MacGregor

In attendance: G Binnie CEO
D Dougal Housing Manager
G Darling Maintenance Officer
B Truswell Chiene & Tait
T Bates French Duncan

1	Apologies	Action
	Apologies were received from D Wight and G Leitch.	
2	Chairs Welcome and Meeting Format	
	J Greig welcomed everyone to the meeting and introduced new member Rob Hughes. For the benefit of new faces J Greig requested everyone identified themselves. J Greig advised that the meeting would begin with Item 8 - Finance Report	
8	Finance Report	
	T Bates, from French Duncan presented the Audited Financial Statements and report. T Bates confirmed that following the External Audit he can report that nothing was found to be incorrect with the financial internal processes and he was able to provide HfL with a clean audit. B Truswell attended on behalf of Chiene and Tait, he presented the unaudited management accounts and confirmed that HfL had outperformed the budget.	
3	Declarations of Interest None.	
4	4.1 Minutes of Board Meeting held on 14 June 2023 – Full Confidential Minute The minutes were proposed as being true and accurate by D Rose, seconded by O Krasteva and approved.	

	<p>4.2 Minutes of the Board Meeting held on 14 June 2023 – Public Minute for website Board members agreed the content of the minute to be made public.</p>	
5	<p>Minute Action Plan Progress noted.</p>	
6	<p>CEO Report GB took Members through her report. 6.1 Maternity Policy Members approved the HfL Local Maternity Policy. 6.2 Recruitment of Business Support Officer Members approved the recruitment of Business Support Officer.</p>	
7	<p>Governance & Compliance Report G Binnie presented the standard agenda item with updates. 7.1 Website Members advised new website now to live. 7.2 Information held in office/storage – paper files Members updated. 7.3 G Binnie confirmed that the Standing Orders had been updated to reflect the changes approved to the Articles of the Association and following creation of the Audit and Compliance Committee. 7.4 Authorised signatories and delegated authorities schedule Members approved authorised signatories and delegated authorities. 7.5 Resolution to Appoint Director Board Member Members approved the new full Member and application for a new Member. 7.6 New HfL and Board Members Members noted current position. Members noted update.</p>	
9	<p>Risk Map Members noted that there was no change in scores.</p>	
10	<p>Operational Report G Darling took members through his updates and highlighted the following: 10.1 Planned Maintenance Programme G Darling advised that the summer paintwork programme had now commenced and would hopefully be completed before the change in weather. The kitchen and bathrooms were out to procurement</p>	

	<p>D Dougal presented the new Rent Setting Policy and the Pet Policy, the Members approved both.</p> <p>It was agreed that we would review the definitions within the proposed Child Protection Policy and bring the Policy back to the October Board.</p>	
9	Any Other Business	
	<p>G Binnie discussed Member attendance at the AGM on the 20th September.</p> <p>G Binnie asked whether the Board would find it useful to set up a Board WhatsApp so they can be advised when Board papers and other useful information is being sent to them.</p> <p>The Board unanimously agreed that a WhatsApp group would be a good idea.</p>	
10	Dates of Next Meetings	
	<p>Wednesday 20 September 2023 – AGM Wednesday 20 September 2023 – post AGM meeting Wednesday 25 October – Board Meeting Mid November – Business Plan Strategy Day 6 December – Board Meeting</p>	
	J Greig closed the meeting at 20:27 and thanked everyone for attending.	
Signed:		Date: